



13 April 1978

MEMORANDUM FOR: Deputy Director for Administration
Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, Executive Career Service Board

FROM : Deputy Director of Central Intelligence

SUBJECT : Establishment of Career Service Panels for the
Career Management of Secretarial and Clerical
Personnel

1. A review has been completed of the career management of secretarial and clerical personnel. On the basis of this review, the Director and I have concluded that there is a clear and definite need for more formalized, uniform and expanded career management programs. These programs will assist talented personnel in expanding their potential fully, increasing career opportunities, enriching the job environment, and allowing the Agency and the individual employees to more fully realize the maximum use of the qualifications and experience represented by these groups of employees.

2. Effective immediately, each Head of Career Service will initiate planning and undertake actions leading to the establishment by 15 May 1978 of a Career Service-level Senior Secretarial Panel for the career management, development, competitive evaluation, ranking, promotion and assignment of secretarial personnel in Grades GS-08 and above within the Career Service. In addition, a panel (or panels as may be dictated by the size and composition of the secretarial and clerical employee occupational groups) will be established by each Career Service and their Sub-groups to administer the career management functions for other secretarial (i.e., GS-07 and below) and all other clerical employees.

3. The Office of Personnel will develop and provide you with further instructions and guidance to assist in your development of these panel structures. Included in this guidance will be our policy

decision restricting the assignment of individuals to GS-08 and above secretarial positions to employees with personal grades either at the grade level or no more than one grade level below that of the position to be filled and the requirement that all qualified personnel are considered for each position with panel nominations of the three "best" qualified candidates for the supervisor's selection.

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[REDACTED]
[REDACTED] Frank C. Carlucci

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cc: DCI
D/Personnel
AO/DCI

excerpts
from D/pers
20 Jan 78
memo to
DCI
78-4182/3

ESTABLISHMENT OF SECRETARIAL AND CLERICAL
CAREER SERVICE PANELS

DCI ACTION ITEM:

Prepare a paper to the Heads of Career Service that will require that each Career Service and Career Sub-group establish secretarial/clerical panels. Guidelines relative to establishing such panels will include a uniform policy statement that would limit senior executive officer choice of secretaries to that group of individuals at the grade or no more than one grade level below that of the position to be filled.

DISCUSSION:

1. The establishment of formal Career Service and Career Sub-group secretarial and clerical panels is an important step toward improving the effectiveness of career development and management of a significant and essential element of the Agency's work force.

2. On the basis of consideration of the several occupational specialties within the secretarial/clerical area and the particular needs of employees within these groups, it would appear that the career management of the senior secretarial group (GS-08 and above) can best be administered by centralization at the Career Service level. In those Career Services which have established Career Sub-groups (i.e., Office level) the career management of secretaries GS-07 and below, and all other categories of clericals regardless of grade can more effectively be handled at the Career Sub-group level.

RECOMMENDATION:

That the attached memorandum be transmitted to the Heads of Career Service.

Signified by DCI